

## Minutes

Kingston Fire District  
Board of Wardens' Meeting/Workshop  
November 12, 2009

**Call to Order: President McNab called the Board of Wardens' Meeting/Workshop to order at 6:35p.m.** Present were Wardens Donald Cobb, Robert Ferraro, Lori Horton and Vincent Rose. Also present was Chief Nathan Barrington and Office Manager Jodi Hall.

**Information/Comments/Questions from the Public:** There was no one in attendance from the Public.

### **New Business:**

#### **Review Policies for adoption**

**MOTION:** Rose made and Cobb seconded a motion to adopt the policy statement, Mission Statement (S-005-09-14).

**Mission Statement:** The policy statement was reviewed. There were a couple of grammatical changes made.

The motion to adopt the policy statement as revised was passed unanimously.

**MOTION:** Rose made and Horton seconded a motion to adopt the policy supplement, Letter of Explanation to the Chief (Supplement to Membership as an Active Volunteer Firefighter 10-013-09-14).

**Letter of Explanation to the Chief:** The policy supplement was reviewed. There were a couple of grammatical changes made.

The motion to adopt the policy statement as revised was passed unanimously.

#### **Review Guidelines**

The Wardens reviewed the following Guidelines and a few grammatical and spelling changes were made and it was noted that the format would be adjusted properly.

02-009	<i>Missing Persons Operations</i>	06-004	<i>Station and Facility Safety</i>
03-012	<i>Open Fires – D.E.M.</i>	06-005	<i>Training and Education</i>
03-013	<i>Burning of Structures</i>	06-006	<i>Maintenance of Dept. Vehicles</i>
03-015	<i>Safe Haven for Infants Act</i>	06-011	<i>Hydrant Rentals</i>
04-008	<i>Facility Ventilation, Plymo Systems</i>	06-018	<i>Roof Simulator</i>

**MOTION:** Horton made and Rose seconded a motion to go into Executive Session, pursuant to Rhode Island General Law 42-46-5(a)(5) for the specific purpose of discussion of a personnel issue as well as to have discussion on potential litigation.

The motion passed unanimously.

The Executive Session began at 8:00 p.m. Hall was excused and Secretary Cobb took Minutes for the Session.

**Executive Session:**

In the Executive Session Horton made a motion to allow the office manager to accrue up to 4 hours of overtime per week for the next five weeks, after which the issue will be revisited at the next scheduled Warden's Meeting. Rose seconded the motion, which was then passed unanimously.

Rose made and Horton seconded a motion to end the executive session. The motion passed unanimously and the executive session was concluded.

Rose made a motion to adjourn the Wardens' Meeting and Horton seconded. The motion passed unanimously, and the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Jodi Hall  
Office Manager